

DATE: _____

APPLICATION NUMBER: _____

DOC CODE: _____

DOC DATE: _____

**DELIVER THE ATTACHED FILE/DOCUMENT TO THE TC
SCANNING CENTER**

**CONTRACTOR: THE ATTACHED FILE/DOCUMENT MUST BE
INDEXED AND SCANNED INTO IFW WITHIN 8 WORK HOURS;
UPLOADING OF THE SCANNED IMAGES SHOULD OCCUR NO
LATER THAN 16 WORK HOURS
FOLLOWING RECEIPT OF THIS REQUEST**

**AFTER SCANNING, ORIGINAL DOCUMENTS SHOULD BE BOXED IN
ACCORDANCE WITH INSTRUCTIONS**